

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: Law Library Assistant I

<u>Title of Immediate Supervisor:</u> Supreme Court Law Librarian	<u>Department:</u> Supreme Court Law Library	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> None	<u>Division:</u>	<u>Pay Grade Assignment:</u> 1

General Summary or Purpose:

The Law Library Assistant I performs clerical library functions involving learning how to acquire, catalog, arrange and circulate law materials, books and other materials. Assists judges, attorneys, court staff and other patrons by locating reference sources for legal research.

Positions assigned to this classification learns and follows library administration routines and processes established by other library positions and require no specialized training or previous library experience to perform the requirements of the job upon entry into the job. The Law Library Assistant I differs from the Law Librarian Assistant II in that the later classification requires specific work experience in the general clerical and library routines..

<u>Duty</u>	<u>Major Responsibilities & Essential Functions:</u>
1.	Sorts and processes incoming materials, shelves books and materials, prepares materials for bindery, processes lending and return of library materials including relocation of materials in Law Library and Judges Chambers. During the legislative session, retrieves bills, journals, calendars and legislative print-outs.
2.	Learns and assists in the cataloging of law materials in accordance with established instructions and procedures and processes all government depository material.
3.	Assists in learning and providing reference and research services to court personnel and the public. Photocopies, faxes or mails legal research material as requested by patrons.
4.	Processes inter-library loans as requested by justices, staff and other libraries.
5.	Files supplements and legislative materials to maintain currency of publications for Law Library, Judges Chambers and Court Administrator.

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: Law Library Assistant I

Duty	Major Responsibilities & Essential Functions:
6.	Learns how to process accounts receivable billings and monitors overdue library materials.
7.	Assists in the inventory of all library materials. Repairs books and publications, as necessary.
8.	Performs other duties of a comparable level or type.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a high school diploma and some experience or general office skills.

Certification or Licensing Requirements (prior to job entry):

None.

Knowledge Requirements:

- Basic knowledge of general office procedures and equipment.
- Basic knowledge of library resources and organization.
- Knowledge of computer operation and general use of basic office software (i.e. word processing and spreadsheet programs).

Skill Requirements:

- Interpersonal and customer service skills adaptable to a diverse range of patrons.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized library software.
- Ability to proficiently use required software programs.
- Basic math skills and the ability to learn basic accounting routines.

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM CLASSIFICATION DESCRIPTION

TITLE: **Law Library Assistant I**

Physical Requirements:

The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, talking, hearing seeing, feeling, reaching, and fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.

Employee is exposed to few, if any, adverse environmental conditions.

Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History:

Law Librarian Assistant I was last reviewed and updated 6/05/98 by North Dakota Unified Judicial system.

Classification description revised and updated 4/2/01 by BCC.

Minor changes approved by the Supreme Court on 2/1/14.

On 7/30/14, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.

Classification eliminated. On 8/26/20, the Supreme Court approved the Career Ladder Elimination Pilot Project which eliminated the career ladders in pay grades 1-6. The qualifications for the career ladder II positions became the new base requirement. The position titles remained the same except for the removal of the I and II. The non-career ladder III titles changed to senior deputy supreme court clerk and deputy clerk of district court supervisor.